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State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

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P. O. Box 944272

Sacramento, CA

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May 15, 2000

To: Countywide Foster Youth Services Program Directors

From: John Boivin
Educational Options Office

Subject: Year End Report and Program Guidelines

In compliance with program requirements for the Countywide Foster Youth Services (FYS) Program as established in the RFA, each countywide FYS program grantee is required to submit a year-end progress report. This is an opportunity for grantees to report on the progress made in program development, status of collaborative efforts and relationships, and coordination and delivery of services.

Information from progress reports will be utilized by CDE for the Report to the Legislature in compliance with Education Code section 42923 and to address ongoing inquiries regarding the impact of the program at the local level. In addition to the requested information, please feel free to include anything that will showcase your project. This is our opportunity to promote your hard work, exciting ideas, and progress made toward establishing the program in your county. Legislative and interest groups are particularly interested in collaborative efforts, the length of time it takes to transfer health and education records, and how foster children's needs are being met by our projects. This program has great support statewide. Showcasing your efforts keep the program in the forefront and support requests for additional funding.

Members of the California State Legislature have proposed legislation that would further expand funding for the FYS program in the 2000-2001 fiscal year to provide services to all school age foster children. This proposal would provide for a substantial increase in funding. The specific dollar amounts for fiscal year 2000-2001 for the Countywide Foster Youth Services Program — including funds for expanded services — will not be known until the Budget Bill is signed by the Governor.

Fiscal Issues

There are a number of fiscal issues that I was able to clarify by spending a day with CDE's Accounting Office. Hopefully this will make the grants management process a bit more friendly.

As with any state-funded program, dollars have a three-year life once encumbered at the state level. For example, fiscal year 1998/99 funds remain available and will not revert to the state General Fund until June 30, 2001. Grant Awards for this program are for fiscal years (July 1 through June 30). If it becomes apparent to you that funds will not be fully expended by the end of the fiscal year, a Grant Award Amendment extending the Award Ending Date to allow enough

time to expend all grant funds can be requested. **This Amendment must be executed prior to the end of the grant period.**

1998/1999 Grant Awards

For those of you who had a Grant Award for half-year funding in fiscal year 1998/99, the award dates were from January 1, 1999 through December 31, 1999. If these funds were not fully expended, an exception has been negotiated with our Accounting Office to allow you to modify your Grant Award agreement dates to extend the grant period retroactively.

If you wish to extend the Grant Award period to expend all grant funds allocated in the 1998/99 fiscal year, you must provide me with a new Grant Award Ending Date and I will generate a Grant Award amendment to allow you to fully expend those grant funds. Amended Grant Awards will be processed at one time once I have received all of the year-end progress reports.

1999/2000 Grant Awards

Your 1999/2000 Grant Award agreement stated that payment on the grant would be made in arrears on a quarterly basis upon receipt of an itemized invoice. This has been renegotiated with our Accounting Office. Every county's total grant amount will be released within the next month. **No invoicing is required.**

The grant period for this fiscal year is from July 1, 1999 through June 30, 2000. The End Date on your Grant Award agreement is December 31, 2000, allowing an additional six-month carry-over period. Amendments to Grant Award dates will be necessary if funds for this grant period are not going to be fully expended by December 31, 2000.

2000/2001 Fund Distribution

As required by law, funding distribution will be proportionate to the number of children residing in licensed children's institutions (group homes) within each of the 58 counties. Group home data for this fund distribution is obtained from the California Department of Social Services (CDSS). The source data for fund distribution came from the CDSS, 1997 FCIS database. CDSS would not release the more current CWS/CMS data until it had been validity tested. Now that CWS/CMS data is available for use, it reveals disparity in funding compared to FCIS data. Making a change would result in disruption of funding levels to a number of counties. In order to avoid this disruption, the following steps will be taken:

1. Maintain funding based on old FCIS data.
2. Utilize redistribution of remaining funds from counties who do not submit applications to address *some* of the fund disparity.
3. Convene the Advisory Committee in accordance with Education Code section 42925 to make recommendations regarding the allocation of available funds. This would be of greatest importance and urgency should additional funds become available through the 1999/2000 legislative process.

2000/2001 Grant Award Dates

The Grant Award dates for fiscal year 2000/2001 are from July 1, 2000 through June 30, 2001. Amendments to Grant Award dates will be necessary if funds for this grant period are not going to be fully expended by June 30, 2001. I will no longer include an automatic six-month carryover period on the Grant Award agreements since it has created confusion in the past.

Fund distribution will follow CDE's standard operating procedures. Seventy-five percent of awarded funds will be dispersed at the beginning of the grant period and the remaining twenty-five percent will be provided upon receipt of a complete year-end report due July 31, 2001.

Countywide Foster Youth Services Program

End-of-Year Report Fiscal Year 1999-2000

DUE JULY 31, 2000 TO:

John Boivin
Educational Options Office
California Department of Education
660 J Street, Suite 400
Sacramento, California 95814
FAX: (916) 323-2039
jboivin@cde.ca.gov

Your report must include progress made toward implementation and operation of the countywide FYS program. Feel free to fax or e-mail this report.

1. Report on the progress made toward developing an efficient and cost effective coordination of services through collaborative relationships with service providers and local advisory groups:
 - a) Describe the makeup of the local advisory group including a list of partners and the agencies they represent;
 - b) Provide information on local advisory group meetings with a summary of agenda items addressed, processes engaged in, and outcomes; and
 - c) Describe how the advisory group's collaborative process has translated into the coordination of existing resources of services for foster youth.
2. Report on the progress made toward the development of a mechanism for the efficient and expeditious transfer of health and education records. Provide any data that you might have showing the impact this mechanism has made in completing record transfers.
3. Describe the progress made toward program development as it relates to identified community needs, such as:
 - a) tutoring
 - b) mentoring
 - c) counseling
 - d) transitioning services
 - e) vocational training
 - f) emancipation services
 - g) Training services for care providers to become better education advocates for the foster youth in their care.

4. If available, provide evidence of achievement of the specific program goals and objectives, including quantitative data regarding services provided, pupil academic achievement, incidence of pupil discipline problems or juvenile delinquency, and pupil dropout and truancy rates.

Provide a blank copy of any source documentation tools used to track service delivery for reporting.

5. Based on the progress made to date, what are the program plans, goals and objectives for the next year?
6. Do you have any recommendations regarding:
 - a) continuation of services;
 - b) effectiveness of the services; or
 - c) broadening of the application of services?
7. Fiscal Reporting and Budgets
 - a) Provide an expenditure report for the 1998/1999 fiscal year grant. If not fully expended, indicate a new Grant Award Ending Date (Must be prior to 6/30/2001.).
 - b) Provide an expenditure report for the 1999/2000 fiscal year grant of funds expended to date.
 - c) Provide a draft budget and budget narrative for fiscal year 2000/2001.
8. Complete the attached Personnel Contact List

Countywide Foster Youth Services Program Approximate Fiscal Year 2000/2001 Funding

COUNTY	Welfare	Probation	TOTAL	2000/2001 Funding
TOTAL	8,132	4,972	13,113	\$ 5,998,434
Alameda	285	261	546	\$ 224,488
Alpine	1	1	2	\$ 20,408
Amador	3	8	11	\$ 20,408
Butte	13	73	86	\$ 40,816
Calaveras	4	7	11	\$ 20,408
Colusa	0	19	19	\$ 20,408
Contra Costa	174	87	261	\$ 122,034
Del Norte	2	6	8	\$ 20,408
El Dorado	10	22	32	\$ 20,408
Fresno	79	194	273	\$ 122,034
Glenn	8	8	16	\$ 20,408
Humboldt	14	10	24	\$ 20,408
Imperial	25	65	90	\$ 40,816
Inyo	1	15	16	\$ 20,408
Kern	63	111	174	\$ 81,632
Kings	15	22	37	\$ 20,408
Lake	15	20	35	\$ 20,408
Lassen	3	6	9	\$ 20,408
Los Angeles	4,704	827	5,531	\$ 2,265,288
Madera	3	13	16	\$ 20,408
Marin	17	55	72	\$ 40,816
Mariposa	0	12	12	\$ 20,408
Mendocino	13	21	34	\$ 20,408
Merced	10	82	92	\$ 40,816
Modoc	1	15	16	\$ 20,408
Mono	1	2	3	\$ 20,408
Monterey	30	79	109	\$ 61,224
Napa	11	24	35	\$ 20,408
Nevada	10	16	26	\$ 20,408

COUNTY	Welfare	Probation	TOTAL	2000/2001 Funding
TOTAL	8,132	4,972	13,113	\$ 5,998,434
Orange	569	120	689	\$ 285,712
Placer	31	55	86	\$ 40,816
Plumas	2	14	16	\$ 20,408
Riverside	261	327	588	\$ 244,896
Sacramento	296	200	496	\$ 203,390
San Benito	8	28	36	\$ 20,408
San Bernardino	236	694	930	\$ 387,752
San Diego	448	229	677	\$ 285,712
San Francisco	148	73	221	\$ 102,040
San Joaquin	44	173	217	\$ 102,040
San Luis Obispo	27	61	88	\$ 40,816
San Mateo	32	93	125	\$ 61,224
Santa Barbara	27	85	112	\$ 61,224
Santa Clara	183	177	360	\$ 163,264
Santa Cruz	21	31	52	\$ 40,816
Shasta	29	10	39	\$ 20,408
Sierra	0	2	2	\$ 20,408
Siskiyou	8	19	27	\$ 20,408
Solano	29	47	76	\$ 40,816
Sonoma	34	66	100	\$ 61,224
Stanislaus	16	84	100	\$ 61,224
Sutter	10	26	36	\$ 20,408
Tehama	6	21	27	\$ 20,408
Trinity	1	9	10	\$ 20,408
Tulare	31	142	173	\$ 81,632
Tuolumne	2	5	7	\$ 20,408
Ventura	88	51	139	\$ 61,224
Yolo	22	34	56	\$ 40,816
Yuba	17	15	32	\$ 20,408

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Countywide Foster Youth Services Program 2000-2001 Personnel Contact List

Name of Grantee

Name of Superintendent

County Office Address

City

Zip

Telephone

Fax #:

Name of Business Services Manager / Accounting Officer

Address

City

Zip

Telephone

Fax #:

Name of Foster Youth Services Program Coordinator

Address

City

Zip

Telephone

Fax #:

E-Mail Address
